

State of New Jersey

**PETROLEUM UNDERGROUND STORAGE TANK REMEDIATION,  
UPGRADE AND CLOSURE FUND**

CHECKLIST AND APPLICATION FORMS

**UNREGULATED LEAKING TANKS  
(Including Residential Heating Oil Tank)**

The Petroleum Underground Storage Tank Remediation, Upgrade and Closure Fund (UST Fund) is a funding program within the New Jersey Economic Development Authority (NJEDA). The UST Fund is administered jointly with the New Jersey Department of Environmental Protection (NJDEP) for applicants with leaking residential or unregulated underground storage tanks (USTs). By following the attached instructions, an applicant will be informed of the necessary documentation that make up a complete UST Fund application package.

Please complete the following sections of this application and the corresponding attachments:

Section

1.  Application information
  - Attachment A General UST Fund Certification
  - Attachment B UST Fund Grant Certification
  - Attachment C Non-profit Organization Certification (if applicable, along with proof of 501 (c)3 federal tax exemption)
  
2.  Confirmation of a unregulated leaking petroleum underground storage tank
  - Attachment D Contractor/Local Inspector Leaking Tank Certification Form
  
3.  Insurance policy and tank service agreement claim
  - Attachment E Insurance/Tank Service Documentation Checklist
  - Attachment F Applicant's Notarized Affidavit (if applicable)
  
4.  Contractor and cost information
  - Attachment G UST Fund Cost Guide
  - Attachment H Project Summary Form
  - A copy of the contractor's certification for UST Closure
  - A copy of the contractor's certification for Subsurface Evaluation

All applicants must submit ONE original and ONE copy of the complete NJDEP UST Fund application to facilitate processing of the funding request. The application will be **returned** if the original and one copy of the application are not included.

The completed application and required information should be mailed to the following address:

**Department of Environmental Protection  
Bureau of Contract and Fund Management  
UST Fund Program  
PO Box 413  
Trenton, NJ 08625**

## SECTION 1. APPLICATION INFORMATION

### **APPLICANT**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

- a. I am the owner of the leaking UST  Yes  No (If yes, go to c. and d., if no, go to b.)
- b. I am not the owner, but an operator, such as a renter with an agreement accepting responsibility for the tank.  Yes. (Go to c., if no, go to d.)
- c. The location of the leaking UST is/was at my  
 primary residence  
 secondary residence/investment property (see Fact Sheet "Eligible Applicants" regarding these properties)
- d. I am a business, tax-exempt non-profit organization with less than 100 paid employees, or duly incorporated volunteer fire, ambulance, first aid, emergency or rescue companies.  
(see Fact Sheet "Eligible and Ineligible costs" regarding these applicant types.)  Yes

### **UST LOCATION** (Check if at applicant's address)

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

County \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

Incident Number : \_\_\_\_\_

### **CONTACT PERSON** (Check if same as applicant)

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

### **CONTRACTOR INFORMATION**

Name(s) \_\_\_\_\_

Telephone # \_\_\_\_\_ Fax # \_\_\_\_\_

Street Address \_\_\_\_\_

Municipality \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email Address \_\_\_\_\_

Include the following:

Attachment A General UST Fund Certification

Attachment B UST Fund Grant Certification

Attachment C Non-Profit Organization Certification (only for a non-profit organization)

## **SECTION 2. CONFIRMATION OF A LEAKING UNREGULATED UST**

Complete Attachment D, Contractor Leaking Tank Certification, and include with the application.

## **SECTION 3. INSURANCE POLICY AND SERVICE AGREEMENT CLAIMS**

\_\_\_\_\_ A claim has been filed and the insurance company's name and claim numbers are included below.

Name of insurance company(s) \_\_\_\_\_  
Claim date: \_\_\_\_\_ Claim #: \_\_\_\_\_ Years insured: \_\_\_\_\_

Name of insurance company(s) \_\_\_\_\_  
Claim date: \_\_\_\_\_ Claim #: \_\_\_\_\_ Years insured: \_\_\_\_\_

Please attach copy(s) of your claim(s)/correspondence.

Do you have a tank service agreement? \_\_\_\_\_ yes \_\_\_\_\_ no

If yes please list company (e.g. STEP Program, ProGuard, etc.) \_\_\_\_\_

Please attach copy(s) of your claim(s)/correspondence.

\_\_\_\_\_ A claim cannot be filed as I have never had an insurance policy or service agreement on the subject site and I have provided an affidavit attesting to that fact.

Include the following:

Attachment E Insurance/Tank Service Documentation Checklist

Attachment F Applicant's Notarized Affidavit of No Insurance

## **SECTION 4. CONTRACTOR and COST INFORMATION**

Prime contractor cost information, whether in a proposal or in invoices, must show rates for labor and equipment, as well as broken out in a time and materials format. All must list labor categories, hourly rates, hours billed, as well as equipment rates and hours, subcontracted services and purchased material costs. These labor categories and hours, equipment rates and material and service costs and levels will be reviewed against the UST Fund Cost Guide, and those not in conformance with the Cost Guide may be reduced or denied. The NJDEP recommends the completion of the Project Summary Form (Attachment H) to facilitate the review of the invoices and cost estimate.

Subcontractor services are reimbursed at actual invoiced cost plus a markup not to exceed 15%. Examples: disposal of contaminated soil, laboratory analyses. Material costs and rental items are reimbursed at actual invoiced cost plus a markup not to exceed 15%. Examples: clean backfill, topsoil, equipment not owned by the contractor.

Include the following:

Attachment H Project Summary Form to facilitate the review of the invoices and cost estimate.



NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION

PETROLEUM UNDERGROUND STORAGE TANK REMEDIATION,  
UPGRADE AND CLOSURE FUND

ATTACHMENT A

GENERAL UST FUND CERTIFICATION

THIS CERTIFICATION IS REQUIRED FOR ALL UST FUND APPLICANTS

This certification shall be signed as follows:

- for a corporation, by a principal executive officer, at least the level of vice president;
- for a partnership, by a general partner;
- for a sole proprietorship, by the proprietor;
- for other than above (i.e. homeowner), the person with legal responsibility for the site.

*I certify under penalty of law that I have personally examined and am familiar with the information submitted herein and all attached documents, and that based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the submitted information is true, accurate and complete. I am aware that there are significant civil penalties for knowingly submitting false, inaccurate or incomplete information and that I am committing a crime of the fourth degree if I make a written false statement that I do not believe to be true. I am aware that if I knowingly direct or authorize the violation of any statute, I am personally liable for the penalties.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name/Title

\_\_\_\_\_  
Company

**Sworn to and Subscribed Before Me**

On this date of

\_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
Notary Public or Attorney at Law

My commission expires: \_\_\_\_\_



NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION

PETROLEUM UNDERGROUND STORAGE TANK REMEDIATION,

UPGRADE AND CLOSURE FUND

ATTACHMENT B

UST FUND GRANT CERTIFICATION

THIS CERTIFICATION IS REQUIRED FOR ALL UST FUND APPLICANTS

This certification shall be signed as follows:

- for a corporation, by a principal executive officer, at least the level of vice president;
- for a partnership, by a general partner;
- for a sole proprietorship, by the proprietor;
- for other than above (i.e. homeowner), the person with legal responsibility for the site.

I hereby certify that

- (1) in the case of a regulated tank, the applicant has owned or operated the subject petroleum underground storage tank as of December 1, 2002 and continually thereafter or inherited the property from a person who owned or operated the property as of that date;
- (2) in the case of a regulated or unregulated tank (i.e., leaking home heating oil tank), the applicant owned the tank at the time of closure;
- (3) the applicant's Federal IRS taxable income is no more than \$ 250,000 (for a business this means net operating income before taxes);
- (4) the applicant's net worth is no more than \$500,000 (exclusive of primary residence and pension);
- (5) the applicant has filed a notice of claim with their insurance carrier(s) listing the UST Fund as a beneficiary and agrees to diligently pursue any such claim filed; and
- (6) if recovery is obtained against any person or third party for any damages that were the subject of this application, the applicant agrees to reimburse the UST Fund up to the amount of any payments made by the fund.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name/Title

\_\_\_\_\_  
Company

**Sworn to and Subscribed Before Me**

On this date of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
Notary Public or Attorney at Law

My commission expires: \_\_\_\_\_



NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION

PETROLEUM UNDERGROUND STORAGE TANK REMEDIATION,  
UPGRADE AND CLOSURE FUND

ATTACHMENT C

NON-PROFIT ORGANIZATION CERTIFICATION

THIS CERTIFICATION IS REQUIRED FOR ALL NON-PROFIT UST FUND APPLICANTS

This certification shall be signed by a principal executive officer, at least the level of vice president.

I hereby certify that:

- (1) this organization is a nonprofit organization, corporation, or association with less than 100 paid individuals; and
- (2) is qualified for exemption from federal taxation pursuant to section 501(c)(3) of the federal Internal Revenue Code, 26 U.S.C.s.501(c)(3) (proof attached).

*I certify under penalty of law that the information attached herein with attesting to our organization as a non-profit is true, accurate and complete. I am aware that there are significant civil penalties for knowingly submitting false, inaccurate or incomplete information and that I am committing a crime of the fourth degree if I make a written false statement that I do not believe to be true. I am aware that if I knowingly direct or authorize the violation of any statute, I am personally liable for the penalties.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name/Title

\_\_\_\_\_  
Company

**Sworn to and Subscribed Before Me**

On this date of

\_\_\_\_\_ 20\_\_

\_\_\_\_\_  
Notary Public or Attorney at Law

My commission expires: \_\_\_\_\_

Attachment: Proof of 501c(3) federal tax exemption



NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION

PETROLEUM UNDERGROUND STORAGE TANK REMEDIATION,

UPGRADE AND CLOSURE FUND

ATTACHMENT D

CONTRACTOR LEAKING TANK CERTIFICATION FORM

THIS CERTIFICATION IS REQUIRED TO BE ELIGIBLE FOR THE UST FUND PROGRAM

\_\_\_\_\_ (contractor) hereby certifies, to the best of their knowledge, the following regarding the underground storage tank(s) removed/closed on \_\_\_\_\_ (date) at \_\_\_\_\_ (address) on property owned by \_\_\_\_\_ (Applicant), and related to NJDEP Incident No. \_\_\_\_\_.

- 1. The underground storage tank had holes, corrosion, cracks or scaling in the tank that has changed the integrity of the tank and caused it to leak;
or
2. The underground storage tank piping has breaks, loose fittings or holes used in connection with the tank, which has changed the integrity of the piping and caused it to leak;
and
3. The UST firm certifying that the tank is leaking has been certified by the New Jersey Department of Environmental Protection as a certified contractor for the removal and/or closure of petroleum underground storage tanks and is currently listed on the NJDEP's website as such;

The undersigned hereby certifies the above statements are true and complete and understands this certification is being relied upon to determine the eligibility of the applicant for financing assistance for the removal /closure, and remediation of a leaking underground storage tank pursuant to the Underground Storage Tank Finance Act, N.J.S.A. 58:10A-37.1 et seq. as amended.

NJDEP Certification Number: \_\_\_\_\_
Certification Type: Closure \_\_\_\_\_ Subsurface Evaluation \_\_\_\_\_ UHOT \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Enclosure: Photos: yes no



NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION

PETROLEUM UNDERGROUND STORAGE TANK REMEDIATION,  
UPGRADE AND CLOSURE FUND

ATTACHMENT E

INSURANCE/TANK SERVICE DOCUMENTATION

THIS CHECKLIST ENSURES COMPLIANCE WITH THE NJDEP'S DOCUMENTATION REQUIREMENTS ON HOMEOWNER  
INSURANCE POLICY AND SERVICE AGREEMENT CLAIMS

1. FILING AN INSURANCE CLAIM: Applicants to the Petroleum Underground Storage Tank Remediation, Upgrade & Closure Fund (UST Fund) must file a claim with their present, as well as any past, insurance companies that have insured the property in question. The Notice of Claim must be filed in writing, and **must** list the UST Fund, State of New Jersey, as a beneficiary to the claim to the extent any award is made from the UST Fund. If you have already submitted a claim to your insurance company(s), but failed to include the language noted above, you must resubmit your claim to all applicable insurance companies with the language included. This is required by law.

\_\_\_\_\_ Copies of Insurance Claims and Notice Claims included

2. PROOF NOTICE OF CLAIM WAS FILED: Applicants must submit proof with their application that the Notice of Claim was received by the insurance company(s). Such proof can be in the form of a certified mail receipt (green post card) or a letter from the insurance company indicating that the Notice of Claim was received. Please note that the insurance company must respond to the Notice of Claim and provide proof of receipt, not an insurance broker or other third party. Responses from a broker or other third party are not acceptable.

\_\_\_\_\_ Copy of certified mail receipt and/or letter from insurance company

3. INSURANCE DETERMINATIONS: Applicants must submit copies of all correspondence received from their insurance company(s) related to their claim(s), such as letters of denial of coverage, or letters indicating partial coverage. Letters of denial from insurance companies must detail the reason(s) for denial of the applicant's claim(s), and should include a copy of the applicable insurance policy, or at a minimum, excerpts from the policy indicating the basis for denial. If the applicant obtains partial insurance coverage, documentation from the insurance company indicating the exact amount of coverage, or percentage of coverage, must be submitted with the application. **Please note that the processing of an UST Fund application can move forward without a final insurance determination, but once such a determination is received, the documentation describing that determination must be forwarded to the UST Fund office.** The UST Fund reserves the right to require the applicant to seek clarification of any coverage denials.

\_\_\_\_\_ Copy of Insurance determinations

4. LACK OF INSURANCE: If the applicant never held any insurance policies on the property in question, a notarized affidavit attesting to that fact must be submitted with the application. (Attachment F)

\_\_\_\_\_ Notarized Affidavit included

5. TANK SERVICE AGREEMENTS: If the applicant has a tank service agreement such as ProGuard, CARE, Step Program, etc., the applicant must submit a copy of the service agreement, copies of invoices for any deductible paid, documentation of any remedial costs incurred not covered by the tank service agreement, and invoices or other documentation indicating the actual costs expended by the tank service agreement company in the performance of the remediation.

6. \_\_\_\_\_ Copies of Documentation indicated above



NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION

PETROLEUM UNDERGROUND STORAGE TANK REMEDIATION,  
UPGRADE AND CLOSURE FUND

ATTACHMENT F

NOTARIZED AFFIDAVIT

THIS AFFIDAVIT IS REQUIRED FOR ALL UST FUND APPLICANTS WHO NEVER HAD ANY LIABILITY  
INSURANCE COVERAGE FOR THEIR HOME

This certification shall be signed by the owner, or owners, of the property in question.

*I certify under penalty of law that I never had any liability insurance coverage for the property, located at*

\_\_\_\_\_. *I am aware that there are significant civil penalties for knowingly submitting false, inaccurate or incomplete information and that I am committing a crime of the fourth degree if I make a written false statement that I do not believe to be true. I am aware that if I knowingly direct or authorize the violation of any statute, I am personally liable for the penalties*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name/Title

\_\_\_\_\_  
Company

**Sworn to and Subscribed Before Me**

On this date of

\_\_\_\_\_20\_\_\_\_\_

\_\_\_\_\_  
Notary Public or Attorney at Law

My commission expires: \_\_\_\_\_



NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION

PETROLEUM UNDERGROUND STORAGE TANK REMEDIATION,  
UPGRADE AND CLOSURE FUND

ATTACHMENT G  
UST FUND COST GUIDE



## State of New Jersey

# PETROLEUM UNDERGROUND STORAGE TANK REMEDIATION, UPGRADE AND CLOSURE FUND

October 1, 2008

Dear UST Fund Applicant or Consultant:

Enclosed you will find the new version of the Department of Environmental Protection (NJDEP) Petroleum Underground Storage Tank Remediation, Upgrade & Closure Fund (UST Fund) Cost Guide. This Cost Guide will also be available on the UST Fund web-site at [www.nj.gov/dep/srp/finance/ustfund](http://www.nj.gov/dep/srp/finance/ustfund) within the next few weeks. This Cost Guide is utilized when reviewing applications submitted to the NJDEP pursuant to the UST Fund. The cover pages attached to the guide itself explain how the Cost Guide is utilized.

This Cost Guide will become effective with the following conditions:

- All new applications that have been submitted to the NJDEP prior to and after September 30, 2008, and have not yet been forwarded to the New Jersey Economic Development Authority (NJEDA) for approval will be reviewed utilizing the 2008 Cost Guide.
- All previously approved applications (applications where the NJEDA has approved funding) will have costs submitted and reviewed (e.g. invoices and subcontractor invoices) utilizing the Cost Guide in effect at that time of their approval. All applications that have already been submitted to the NJDEP may not be withdrawn for the purpose of revising the cost proposal.

The NJDEP will accept comments on the new UST Fund Cost Guide for consideration of future Cost Guide revisions only.

Any questions about how to interpret the UST Fund Cost Guide can be directed to the Bureau of Contract & Fund Management, NJDEP, at (609) 777-0101.

**IMPORTANT NOTE: Be advised that as October 3, 2006, due to the enactment of P.L. 2006, c.58, all contractors performing work on non-regulated underground storage tanks, including homeowner heating oil tanks, where work is being funded by the Petroleum Underground Storage Tank Remediation, Upgrade & Closure Fund, must be certified in accordance with N.J.A.C. 7:14B-13.**

Respectfully,

Frank Pinto, Chief  
Bureau of Contract & Fund Management  
NJDEP  
P.O. Box 413  
401 East State Street  
Trenton, NJ 0/8625



**State of New Jersey**  
**DEPARTMENT OF ENVIRONMENTAL PROTECTION**  
Bureau of Contract & Fund Management

**Petroleum Underground Storage Tank Remediation, Upgrade & Closure Fund  
(UST Fund)**

**COST GUIDE**

**Effective October 1, 2008**

The following Cost Guide is utilized by the New Jersey Department of Environmental Protection (NJDEP) when reviewing cost proposals submitted with applications to the UST Fund. Applicants and consultants/contractors should consider the following when submitting costs proposals:

- The cost proposals submitted with applications to the UST Fund are estimates. Disbursements will be made after the work is performed and sufficient documentation of actual costs incurred is submitted to the NJDEP. This would include, but is not limited to, direct subcontractor invoices and receipts representing actual service, material and equipment costs, and proof of payment such as cancelled checks or invoices marked "paid". It is important that applicants advise their consultants/contractors that this documentation is necessary for applicant to receive the maximum reimbursement possible from the UST Fund. It is recommended that the applicant make this a requirement in the contract with their consultant/contractor.
- If the proposed rates and/or costs exceed the UST Fund Cost Guide they must be justified to the satisfaction of the NJDEP. Such justification may include an explanation of specific site conditions that warrant additional effort, specific specialized site needs, etc. It is the responsibility of the applicant to provide such justification. Any costs in excess of those found in the UST Fund Cost Guide that can not be adequately justified may be capped at the UST Fund Cost Guide rates/costs or denied.
- All services, and/or materials that are subcontracted or purchased by the applicant's prime consultant/contractor will be reimbursed at actual cost plus a prime consultant/contractor mark-up not to exceed 15%. The exception to this is if the subcontracted items are substantiated by quantity documentation only, with no cost documentation being provided. In these cases the NJDEP will consider these subcontracted items at a maximum of 75% of the applicable UST Fund Cost Guide rate. All such costs must be verified, as discussed above, by the direct subcontractor invoices or material receipts. For example, for soil disposal or waste oil/ wastewater disposal, costs must be verified by receipt of the disposal facility invoice indicating cost per unit and amount (weight or volume) that was disposed. For materials that are purchased in bulk by consultants/contractors for

use at various sites, a copy of a recent invoice indicating the bulk purchase price would satisfy the documentation requirement.

- The NJDEP will review the proposed scope of work and costs to determine if the level of effort is appropriate for the work proposed. This level of effort review evaluates the amount of time it takes to perform the tasks proposed, as well as the level of personnel necessary to perform these tasks. Any questions about the proposed level of effort will be directed to the applicant and their consultant/contractor. Any level of effort that is found to be in excess of what the NJDEP deems necessary to perform the work proposed will not be approved for funding.
- For regulated UST applications and supplemental funding requests, please note that the NJDEP instructs the New Jersey Economic Development Authority to make a 50% disbursement upon approval of the application, and subsequent to the closing of the grant, and/or loan.
- Any rates/costs proposed that do not appear in the UST Fund Cost Guide will be evaluated using current construction, and/or remediation cost references, other State of New Jersey contracts for similar services or items, the solicitation of quotes from rental companies, or the general experience of NJDEP staff.
- Any costs not approved by the NJDEP are the sole responsibility of the applicant.
- Applicants should note the ineligible costs listed on Page 5 of the UST Fund Cost Guide.
- Any questions regarding the attached UST Fund Cost Guide can be directed to the Bureau of Contract & Fund Management, NJDEP @ (609) 777-0101.

## UST FUND COST GUIDE 2008

<b>UST Removal/Closure (Unregulated &amp; Regulated)</b>	
290-550 gallons <sup>(1)</sup>	\$1,500
1000 gallons <sup>(1)</sup>	\$2,500
<b>AST Installation (Unregulated , includes tank &amp; labor)</b>	
275 gallons (single wall tank)	\$2,000
<b>Municipal Services (Not subject to a subcontractor markup)</b>	
	<b>Daily Rate</b>
Permits	At Cost
Police oversight	At Cost
<b>Heavy Equipment</b>	
	<b>Daily Rate</b>
Mobilization/demobilization – one time allowable per site per machine <sup>(2)</sup>	\$500
Loader/backhoe w/operator <sup>(2)</sup>	\$950
Sm Trackhoe w/operator(J Deere 200LC or equivalent) <sup>(2)</sup>	\$1,400
Lg Trackhoe w/operator (Cat 325 or equivalent) <sup>(2)</sup>	\$1,700
Skid Steer Loader w/operator <sup>(2)</sup>	\$700
Field Vehicle with reusable tools	\$110
Dump Truck w/operator (approx. 12 yd <sup>3</sup> )	\$400
Dump Truck, Tandem - Triaxle w/operator (25 yd <sup>3</sup> )	\$900
Rolloff Box (20 yd <sup>3</sup> )	\$600
Vacuum Truck w/operator <sup>(3)</sup>	\$800/day or \$100/hr
Geoprobe w/ Operator <sup>(3)</sup>	\$1,800/ day or \$1,000/half day
GPR/Electrometer Survey	\$1,200
<b>Labor/Personnel</b>	
	<b>Hourly Rate</b>
Laborer	\$50
Equipment Operator	\$60
Foreman	\$65
Environmental Technician	\$70
Staff Engineer/Scientist/Subsurface Evaluator	\$80
Geologist/Hydrogeologist	\$85
Sr. Hydrogeologist/Professional Engineer	\$105
<b>Notes:</b>	
1.) Prices include excavation, cutting, cleaning, removal, & disposal. 2.) Mobilization/Demobilization may only be charged to specified machines. 3.) All purchase items and subcontracted items <u>must</u> be substantiated (quantity and cost documentation) with receipts and direct subcontractor invoices. Submission of quantity documentation without cost documentation <u>will</u> result in these items being considered only at a <u>maximum</u> of 75% of the applicable cost guide rates. Costs that are not in the Cost Guide will be evaluated on a case by case basis	

## UST FUND COST GUIDE 2008

<b>Labor/Personnel (Cont'd)</b>	<b>Hourly Rate</b>
Project Manager (*)	\$110
Senior Project Manager (*)	\$125
Associate (*)	\$150
Principal (*)	\$175
<p><b>* Total project management labor will be capped at the following percentages based on the total project cost:</b></p> <p>20% allowable for jobs up to \$10,000.</p> <p>15% allowable for jobs between \$10,001 - \$25,000</p> <p>10% allowable for jobs \$25,001 and higher.</p>	
<p><b>Material Disposal (Does not include transportation) <sup>(3)</sup></b></p>	
Non-Hazardous Petroleum Contaminated Soil <sup>(3)</sup>	\$50/ton
Disposal of Petroleum/Oil Contaminated Water <sup>(3)</sup>	\$0.85/gallon
Disposal of Gasoline Contaminated Water <sup>(3)</sup>	\$1.00/gallon
<p><b>Backfill <sup>(3)</sup></b></p>	
Recycled Concrete Aggregate <sup>(3)</sup>	\$15/ton
Fill Material <sup>(3)</sup>	\$20/ton
Top Soil <sup>(3)</sup>	\$25/cy
<p><b>Reports</b></p>	
RI/RA Report - Non-Regulated	\$2,000
Closure Report without contamination - Regulated	\$2,000
Closure Report with contamination - Regulated	\$4,000
RI/RA Report GW <u>or</u> soil - Regulated	\$3,000
RI/RA Report GW <u>and</u> soil - Regulated	\$4,000
RIW or RAW	\$2,000
Remedial Action Progress Report (RAPR)	\$1,500
Receptor Evaluation Report - (if necessary)	\$1,200
Groundwater Sampling Data Management	\$500/event
<p><b>Notes:</b></p> <p>1.) Prices include excavation, cutting, cleaning, removal, &amp; disposal.</p> <p>2.) Mobilization/Demobilization may only be charged to specified machines.</p> <p>3.) All purchase items and subcontracted items <u>must</u> be substantiated (quantity and cost documentation) with receipts and direct subcontractor invoices. Submission of quantity documentation without cost documentation <u>will</u> result in these items being considered only at a <u>maximum</u> of 75% of the applicable cost guide rates. Costs that are not in the Cost Guide will be evaluated on a case by case basis</p>	

## UST FUND COST GUIDE 2008

<b>Reports (Cont'd)</b>	
Vapor Intrusion Survey	Case by case
Baseline Ecological Evaluation	Case by case
Potable Well Report	\$100/event
Site Access Letters	\$250/event
UHOT/ Clean up Star Check List Preparation	\$500.00
OPRA Request (File review)	Actual invoice cost by OPRA
<p>Note: Report costs include all work associated with report, including, but not limited to, the preparation of all maps, tables, drawings, photocopies, postage, and all clerical and administrative support.</p>	
<b>Equipment/Instrumentation <sup>(3)</sup></b>	
PID	\$75/day or \$200/week
FID	\$85/day or \$250/week
Remediation Product Skimming Pump	\$75/day or \$225/week
Pump-Bladder QED SampPro 1.75, Controller QED MP10, & Compressor 3020 12V DC	\$150/day or \$450/week
Grundfos Pump w/controller	\$95/day or \$290/week
Generator	\$45/day or \$135/week
Oil/Water Probe	\$45/day or \$140/week
Data Logger (Hermit 3000 or equivalent)	\$125/day or \$375/week
Transducer	\$35/day or \$105/week
Water Quality Meter	\$100/day or \$300/week
Vibratory Plate Compactor / Tamper	\$55/day or \$200/week
Jack Hammer w/compressor	\$150/day or \$400/week
Welding Equipment	\$75/day or \$200/week
Concrete Mixer	\$50/day or \$150/week
Bailer 1' or 3'	\$5/each
Plastic Sheeting	\$75/roll
Low Density Polyethylene Tubing .17x1/4" (used with QED Bladder Pump)	\$.60/foot
Poly Bladder Kit Includes: poly bladder, set of o-rings, & SS Grab Plate used with QED Bladder Pump	\$22/ each
3/8" Polyvinyl or Polyurethane Tubing 100'	\$25/roll
3/8" Polyvinyl or Polyurethane Tubing 500'	\$125/roll
Single Whale Pump for 3/8" tubing	\$10/day
Double Whale Pump for 3/8" tubing	\$15/day
Car battery for whale pump	\$5/day
<p><b>Notes:</b></p> <p>1.) Prices include excavation, cutting, cleaning, removal, &amp; disposal.</p> <p>2.) Mobilization/Demobilization may only be charged to specified machines.</p> <p>3.) All purchase items and subcontracted items <u>must</u> be substantiated (quantity and cost documentation) with receipts and direct subcontractor invoices. Submission of quantity documentation without cost documentation <u>will</u> result in these items being considered only at a <u>maximum</u> of 75% of the applicable cost guide rates. Costs that are not in the Cost Guide will be evaluated on a case by case basis</p>	

## UST FUND COST GUIDE 2008

<b>Equipment/Instrumentation (Cont'd)</b> <sup>(3)</sup>	
Hand Auger w/12' extension	\$12/day
55-Gallon Drums	\$45/each
<b>Well Survey</b> <sup>(3)</sup>	
	\$1,500/day
<b>Well Installation (Includes labor)</b> <sup>(3)</sup>	
Shallow Unconsolidated (approx. 20ft. deep)	\$2,500
Shallow Bedrock (approx. 20ft. deep)	\$4,000
Deep Wells	Site Specific
Temporary Geoprobe Well Point	\$600
<b>Well Abandonment/Sealing</b> <sup>(3)</sup>	
	\$600
<b>Laboratory Analytical Fee Schedule</b> <sup>(3)</sup>	
Diesel Range Organics (DRO)	\$120
VOCs+10	\$140
BN+15	\$170
PAH	\$125
PP Metals	\$125
Lead	\$30
Electronic Data Deliverables (Only if required by the NJDEP Tech Regs)	\$20/diskette
Methanol or Encore sampler	\$10/each
Scale for methanol only	\$10/day
<b>Waste Classification</b> <sup>(3)</sup>	
Full TCLP & ID27	\$800
ID27(Full TCLP+RCRA+others)	\$1,100
<b>Notes:</b>	
1.) Prices include excavation, cutting, cleaning, removal, & disposal. 2.) Mobilization/Demobilization may only be charged to specified machines. 3.) All purchase items and subcontracted items <u>must</u> be substantiated (quantity and cost documentation) with receipts and direct subcontractor invoices. Submission of quantity documentation without cost documentation <u>will</u> result in these items being considered only at a <u>maximum</u> of 75% of the applicable cost guide rates. Costs that are not in the Cost Guide will be evaluated on a case by case basis	

# UST FUND COST GUIDE 2008

## Site Restoration Costs

Site Restoration costs are limited to damage caused by the remediation of leaking USTs. No restoration costs due to contractor negligence will be considered. Eligible costs for certain site restoration categories are capped at \$5,000 each. These categories include landscaping, hardscaping, costs associated with deck removal and or replacement, and costs associated with swimming pool removal or replacement. These categories are described further as follows:

Landscaping - Includes lawn restoration, bushes, shrubs, trees, flower beds, edging, mulch, etc. Note that replacement of plantings will not necessarily be with mature plants.

Hardscaping - Includes paver, brick or cement walkways, patios, and decorative walls of any construction, and loose stone used for decorative purposes.

Decking costs - Includes the need to dismantle, remove, and replace a portion or the entirety of a wooden or composite deck in order to effectuate a remediation.

Pool costs - This category includes the need to dismantle, remove and replace a portion or the entirety of a swimming pool in order to effectuate remediation.

The UST Fund also has the right to cap other categories of restoration costs that are not directly related to the structural integrity of the home in question. In addition, for restoration costs that are eligible, the UST Fund will only reimburse for replacement of what existed prior to the remediation. Applicant is responsible for obtaining a minimum of three (3) price quotes for any restoration work.

## Ineligible UST Fund Costs

NJDEP Oversight Costs

Performance Guarantees

Preparation of UST Fund application

Administration and management of funds.

Repair of damages caused by subcontractor/consultant due to negligence.

Costs associated with ASTs (except replacement for leaking UST).

AST tubs, roofs or housing

Items not totally expended at one site (i.e., hand tools, temporary fencing, rain gear, etc.).

Rush turnaround times for sampling (unless required by the NJDEP)

Meals and lodging.

Tank tightness/leak detection testing.

Subcontractor cost markup exceeding 15%.

Legal fees, except as determined necessary for remediation by NJDEP (i.e., offsite access).

State NJDEP permit fees (local permit fees are reimbursable).

Costs for preparation of appeal letters for denied costs.

Office administration costs including but not limited to faxes, copying, postage/FedEx, etc.

Fuel surcharge

More than one field vehicle

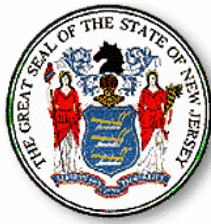
Work performed by uncertified firms

Forensic Age Dating Analysis



NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION  
PETROLEUM UNDERGROUND STORAGE TANK REMEDIATION,  
UPGRADE AND CLOSURE FUND

ATTACHMENT H  
PROJECT SUMMARY SHEET



## State of New Jersey

# PETROLEUM UNDERGROUND STORAGE TANK REMEDIATION, UPGRADE AND CLOSURE FUND

October 1, 2008

Dear UST Fund Applicant or Consultant:

Enclosed you will find the Department of Environmental Protection (NJDEP) Petroleum Underground Storage Tank Remediation, Upgrade & Closure Fund (UST Fund) Project Summary Sheet. The Project Summary Sheet will also be available on the UST Fund web-site at [www.nj.gov/dep/srp/finance/ustfund](http://www.nj.gov/dep/srp/finance/ustfund) where you will find a Microsoft Excel Format spreadsheet with formulas. The Project Summary Sheet is utilized when reviewing applications submitted to the NJDEP pursuant to the UST Fund. The following explains how to use this sheet:

All applications submitted to the NJDEP should be submitted with a Project Summary Sheet. This sheet will help facilitate the review of all applications, thus reducing initial review time.

This sheet can either be filled out by the contractor or the applicant, however, the NJDEP prefers that all contractors fill this sheet out. First, check off whether or not this Sheet is being filed for "Proposed" work or "Actual". Next, fill in all cost categories that apply to your case and list the "Quantity" used, the number of "Days" used, the "Unit Price", the "Total/ Sub total" and the subcontractor markup, if applicable. Please note, the Microsoft Excel Spreadsheet version auto calculates the "Total/ Sub total" and the "15% Markup" columns. Please calculate all totals on the hard copy version of the sheet.

All Costs that exceed the UST Fund Cost Guide must be fully justified. If a proposed or actual cost exceeds the Cost Guide rate, please put a footnote next to the rates billed and then enter the corresponding cost justification at the bottom of the Sheet.

Any questions about how to interpret the UST Fund Cost Guide can be directed to the Bureau of Contract & Fund Management, NJDEP, at (609) 777-0101.

Respectfully,

Frank Pinto, Chief  
Bureau of Contract & Fund Management  
NJDEP  
P.O. Box 413  
401 East State Street  
Trenton, NJ 08625

## Project Summary Sheet

<b>ACTIVITY</b>	<b>ACTUAL</b> <input type="checkbox"/>		<b>PROPOSED</b> <input type="checkbox"/>			
<b>Enter Site name and Address:</b>	<b>Quantity</b>	<b>Days</b>	<b>Unit Price</b>	<b>Total/ Sub total</b>	<b>Total with 15% Markup If applicable (Enter zero if not applicable)</b>	<b>UST Fund Cost Guide Rate</b>
<b>UST Removal/Closure (Unregulated &amp; Regulated)</b>						
290-550 gallons <sup>(1)</sup>						\$1,500
1000 gallons <sup>(1)</sup>						\$2,500
<b>AST Installation (Unregulated &amp; Regulated , includes tank &amp; labor)</b>						
275 gallons (single wall tank)						\$2,000
<b>Municipal Services (Not subject to a subcontractor markup)</b>						<b>Daily Rate</b>
Permits						At Cost
Police oversight						At Cost

<b>Heavy Equipment</b>						<b>Daily Rate</b>
Mobilization/demobilization - one time allowable per site per machine						\$500
Loader/backhoe w/operator						\$950
Sm Trackhoe w/operator (J Deere 200LC or equivalent)						\$1,400
Lg Trackhoe w/operator (Cat 325 or equivalent)						\$1,700
Skid Steer Loader w/operator						\$700
Field Vehicle with reusable tools						\$110
Dump Truck w/operator (approx. 12 yd <sup>3</sup> )						\$400
Dump Truck, Tandem - Triaxle w/operator (25 yd <sup>3</sup> )						\$900
Rolloff Box (20 yd <sup>3</sup> )						\$600
Vacuum Truck w/operator						\$800/day or \$100/hr
Geoprobe w/ Operator						\$1,800/ day or \$1,000/half day

<b>Heavy Equipment (Cont'd)</b>						
GPR/Electrometer Survey						\$1,200
<b>Labor/Personnel</b>						<b>Hourly Rate</b>
Laborer						\$50
Equipment Operator						\$60
Foreman						\$65
Environmental Technician						\$70
Staff Engineer/Scientist /Subsurface Evaluator						\$80
Geologist/Hydrogeologist						\$85
Sr. Hydrogeologist/Professional Engineer						\$105
Project Manager						\$110
Senior Project Manager						\$125
Associate						\$150
Principal						\$175

Effective October 1<sup>st</sup>, 2008

<b>Material Disposal (Does not include transportation)</b>						
Non-Hazardous Petroleum Contaminated Soil						\$50/ton
Disposal of Petroleum/Oil Contaminated Water						\$0.85/gallon
Disposal of Gasoline Contaminated Water						\$1.00/gallon
<b>Backfill</b>						
Recycled Concrete Aggregate						\$15/ton
Fill Material						\$20/ton
Top Soil						\$25/cy
<b>Reports</b>						
RI/RA Report - Non-Regulated						\$2,000
Closure Report without contamination - Regulated						\$2,000

Effective October 1<sup>st</sup>, 2008

<b>Reports (Cont'd)</b>						
Closure Report with contamination - Regulated						\$4,000
RI/RA Report GW <u>or</u> soil - Regulated						\$3,000
RI/RA Report GW <u>and</u> soil - Regulated						\$4,000
RIW or RAW						\$2,000
Remedial Action Progress Report (RAPR)						\$1,500
Receptor Evaluation Report - (if necessary)						\$1,200
Groundwater Sampling Data Management						\$500/event
Vapor Intrusion Survey						Case by case
Baseline Ecological Evaluation						Case by case
Potable Well Report						\$100/event
Site Access Letters						\$250/event
OPRA Request (File review)						Actual invoice cost by OPRA

Effective October 1<sup>st</sup>, 2008

Equipment/Instrumentation						
PID						\$75/day or \$200/week
FID						\$85/day or \$250/week
Remediation Product Skimming Pump						\$75/day or \$225/week
Pump-Bladder QED SampPro 1.75, Controller QED MP10, & Compressor 3020 12V DC						\$150/day or \$450/week
Grundfos Pump w/controller						\$95/day or \$290/week
Generator						\$45/day or \$135/week
Oil/Water Probe						\$45/day or \$140/week
Data Logger (Hermit 3000 or equivalent)						\$125/day or \$375/week
Transducer						\$35/day or \$105/week
Water Quality Meter						\$100/day or \$300/week
Vibratory Plate Compactor / Tamper						\$55/day or \$200/week

Equipment/Instrumentation (Cont'd)						
Jack Hammer w/compressor						\$150/day or \$400/week
Welding Equipment						\$75/day or \$200/week
Concrete Mixer						\$50/day or \$150/week
Bailer 1' or 3'						\$5/each
Plastic Sheeting						\$75/roll
Low Density Polyethylene Tubing .17x1/4" (used with QED Bladder Pump)						\$.60/foot
Poly Bladder Kit Includes: poly bladder, set of o-rings, & SS Grab Plate used with QED Bladder Pump						\$22/ each
3/8" Polyvinyl or Polyurethane Tubing 100'						\$25/roll
3/8" Polyvinyl or Polyurethane Tubing 500'						\$125/roll
Single Whale Pump for 3/8" tubing						\$10/day
Double Whale Pump for 3/8" tubing						\$15/day
Car battery for whale pump						\$5/day

<b>Equipment/Instrumentation (Cont'd)</b>						
Hand Auger w/12' extension						\$12/day
55-Gallon Drums						\$45/each
<b>Well Survey</b>						\$1,500/day
<b>Well Installation (Includes labor)</b>						
Shallow Unconsolidated (approx. 20ft. deep)						\$2,500
Shallow Bedrock (approx. 20ft. deep)						\$4,000
Deep Wells						Site Specific
Temporary Geoprobe Well Point						\$600
<b>Well Abandonment/Sealing <sup>(3)</sup></b>						\$600

<b>Laboratory Analytical Fee Schedule</b>						
Diesel Range Organics (DRO)						\$120
VOCs+10						\$140
BN+15						\$170
<b>Laboratory Analytical Fee Schedule (Cont'd)</b>						
PAH						\$125
PP Metals						\$125
Lead						\$30
Electronic Data Deliverables (Only if required by the NJDEP)						\$20/diskette
Methanol or Encore sampler						\$10/each
Scale for methanol only						\$10/day
<b>Waste Classification</b>						
Full TCLP & ID27						\$800
ID27(Full TCLP+RCRA+others)						\$1,100

Other Costs not Listed by UST Fund						

<b>Other Costs not Listed by UST Fund (Cont'd)</b>						
			<b>Total Cost</b>			
				<b>Total Sub Contracted Cost</b>		

